

# **FY05 eMINTS PROGRAM FAQ**

## **Frequently Asked Questions for FY05 ESTABLISHED DISTRICT GRANT APPLICANTS**

### **1. Q: What is the purpose of the new grant program for established districts?**

A: Current evaluation results indicate that the introduction of eMINTS classrooms into a school has the power to change the teaching and learning environment of the school and to improve student performance. Most schools in the eMINTS program are involved in multiple forms of school improvement. A new grant program for established districts is available in FY05 for schools or districts that would like to take the initiative to expand and maintain eMINTS classrooms as part of a school-wide or district-wide improvement program but need further monetary assistance from competitive Title IID funds.

Districts that are currently in the eMINTS program, would like to expand the program to additional classrooms or schools, and are eligible for Title IID funding may apply for these grants. Grant decisions are based on the merits of the applications, the amounts requested, and the program's appropriation. Additional teachers will be added only in clusters where capacity exists.

### **2. Q: Who is eligible to apply for an “Established District” grant?**

A: Established eMINTS districts (FY00, 01, 02, or 03) that were not included in the FY02 Expansion program and that also qualify under Title IID poverty eligibility guidelines are eligible to apply for a Title IID grant for established districts. Districts must meet all criteria below to be eligible for this program:

- Have at least two fully functional eMINTS classrooms established in FY00, 01, 02, or 03
- Meet Title IID poverty eligibility guidelines – see <http://dese.mo.gov/divimprove/instrtech/federalfunded/TitleIID/index.htm>
- Were not part of the FY02 Expansion program – see <http://emints.more.net/about/participants/fy02.shtml>
- Are not one of the original MINTs districts which were expanded in FY00

### **3. Q: What is provided in the Established District grant?**

A: Under Title IID, established districts approved for an eMINTS grant will be funded for two years, with grant awards of up to \$50,000 the first year and \$10,000 the second year. Districts must spend 25 percent of the grant funds on technology professional development. [Matching funds are not required for these applications.] Funds may be used to purchase the equipment, connectivity, related materials and supplies, and professional development for participating teachers.

Teachers in any classrooms established under this new grant program are required to attend an approved eMINTS professional development program. Approved eMINTS professional development programs are offered only by eMINTS staff or by certified District Instructional Specialists who have successfully completed the eMINTS Professional Development Program for Educational Technology Specialists (PD4ETS). Districts may apply to have teachers in the additional classrooms participate in eMINTS professional development provided by eMINTS staff at the participation fee rate noted in Question #5. Districts may also include the costs for having a district employee participate in the PD4ETS program in their grant application and have additional teachers participate in eMINTS professional development provided by that individual. For cost information and an application for the PD4ETS program, please refer to <http://emints.more.net/communities/pd4ets.shtml>

Districts may use the following sources to supplement the grant funds: Title IID formula grants, other Title programs (e.g. Titles I, IIA, V, and VI as appropriate), local Professional Development and At-risk funds, and Technology Acquisition (TAG) grants (when funded). Contact the appropriate DESE grant administrator for specific information.

#### **4. Q: What are the technology requirements for the eMINTS program?**

A: The eMINTS program has established equipment and network requirements. Specifications may be viewed at <http://emints.more.net/equipment/>. Equipment must be installed on the same timeline as developed for the eMINTS program over the past four years. Districts may purchase eMINTS equipment from the prime vendor contract. Districts must equip each eMINTS classroom with the following (list includes but is not limited to):

- eMINTS building connectivity – a reliable 1-2 mbps connection available no later than October 1. Wireless networking is an option as long as it is at least 11 mbps.
- Teacher laptop: needed for participation in professional development sessions and for teacher use in lesson planning and student assessment - to be provided to participating teachers no later than September 1.
- Interactive whiteboard and projector: permanent installation in classroom, not a mobile unit – to be installed and functional no later than October 1.
- Teacher computer workstation including scanner and printer – to be installed, connected to Internet (minimum of 1-2 mbps Internet connectivity), and functional no later than October 15.
- Digital camera – one per teacher no later than November 1.
- Student computers at a ratio of 1 computer for every 2 students to be installed no sooner than December 1 but not later than February 1. The student computers must be located in the classroom on a permanent basis. Sharing a “set” of computers between or among classrooms is not part of the eMINTS model. Wireless units meeting eMINTS program specifications are acceptable.
- Software requirements for teacher and student computers: versions of Microsoft Office (including Publisher for teachers) and Inspiration and a web browser as outlined in specifications.
- Networking (bandwidth, switches, cabling for teacher workstation, networked printer, and student computers).
- Any electrical service in the two classrooms to support the computers, Interactive whiteboard, and projector. (As with the network cabling, electrical installation should be flexible to allow teachers to rearrange furniture placement as much as possible.)
- Air-conditioning.
- Telephone with full outside access.
- Computer furniture.
- Stipends for eMINTS teachers’ time beyond normal contracted time to participate in professional development.
- Substitute teacher pay needed to release eMINTS teachers to attend all day professional development sessions (four in Year 1 and two in Year 2).
- Travel, meals, and lodging expenses for district personnel associated with the eMINTS program to attend professional development meetings.
- Any filtering software needed to meet federal and state requirements

#### **5. Q: What is the cost for participating in the eMINTS professional development program?**

A: The participation costs for 1<sup>st</sup> year additional district-funded teachers who begin the eMINTS Professional Development Program after July 1, 2002, are listed on the table below. First year additional district-funded teachers are expected to commit to the two-year sequence. Districts will be invoiced after September 1 of each school year for the following participation costs.

<b>Participation Commitment Per Year</b>	<b>Participation Cost per Teacher</b>
Year 1 – 100 Hours, 4 Days + 10 Classroom Visits, all materials and meals	\$2,500
Year 2 – 75 Hours, 2 Days + 10 Class room Visits, all materials and meals	\$2,500
<b>TOTAL per Teacher for 2 Year Program</b>	<b>\$5,000</b>

**6. Q: Where does capacity exist for additional eMINTS teachers?**

A: Approximately 80 percent of the Title IID competitive funds support new districts and 20 percent to award grants to established eMINTS districts. New program teachers from established districts will be added only in clusters where capacity exists AFTER applications for new FY05 districts have been received and grant awards made by DESE. The table below indicates the current capacity for the coming year:

<b>Cluster</b>	<b>FY05 Capacity</b>	<b>Cluster</b>	<b>FY05 Capacity</b>
Northwest	Up to 5 Districts/10 teachers	Bootheel	Up to 6 Districts/12 teachers
Northeast	Up to 5 Districts/10 teachers	South	Up to 4 Districts/8 teachers
Central	Up to 5 Districts/10 teachers	South Central	Up to 5 Districts/10 teachers
East	Up to 10 Districts/20 teachers	West	Up to 6 Districts/12 teachers
Southeast	Up to 5 Districts/10 teachers	Southwest	Up to 5 Districts/10 teachers

**7. Q: What application is submitted to receive an established district grant?**

A: Eligible districts should complete the “Application for Title IID eMINTS Program – Year 1.” The application forms can be found on the DESE Instructional Technology website and are due March 31. Districts indicate whether they are established or new districts in the Grant Type section of the application, provided under Project Information. This is a competitive grant application and applicants should provide answers to the narrative and budget section that are as complete and comprehensive as possible.

**8. Q: What will the eMINTS Program provide to additional teachers in established districts?**

A: Teachers, funded by this new grants for established districts, will be provided with the same professional development support as other teachers in new FY05 grant-funded eMINTS classrooms, including classroom visits and access to the eThemes resource with eligibility to make resource requests. Professional development and classroom visits address how to use the technology tools and integrate them into curriculum, instruction, and assessment. Meals at professional development sessions and materials are included.

**9. Q: What buildings and grade levels can be involved in the established district grant program?**

A: Additional eMINTS classrooms may be located in any elementary or middle school building in established eMINTS districts and may include teachers in grades 3 through 6. Teachers in alternative, transition, or combination grade level classrooms that include grades 3, 4, and/or 5 may be included. Middle school teachers in grades 5 and 6 are eligible for inclusion in the Expanding eMINTS Program application.

**10. Q: When is the grant application due? Where should it be sent? When we will be notified if our application is accepted?**

A: The applications must be postmarked no later than March 31, 2004 and sent to the Department’s Instructional Technology section.

Applications will be read by a panel of readers in the same process as applications for new FY05 districts. By late April identified project contacts for established district grant applications will be notified of the status of their application and provided with information about registering additional eMINTS teachers for the Orientation Event to be held May 18, 2004 in Columbia.

**11.Q: How many teachers can apply for the eMINTS Professional Development Program?**

A: Districts may apply for up to 4 teachers per district. All decisions regarding the number of new teachers will be dependent upon capacity in the cluster including new FY05 applicants have been approved.

**12.Q: Can a district involve more than 4 teachers in the grant program?**

A: If sufficient space is available in the cluster after all available spaces have been awarded to new districts and current districts, districts that wish to send additional teachers will be notified and the remaining spaces will be awarded on a first come, first served basis. Participation costs will apply to all additional teachers.

**13.Q: Can a district send other individuals who are not eMINTS classroom teachers to the eMINTS professional development sessions?**

A: Not at this time. MOREnet is offering a special program, called the eMINTS Professional Development Program for Educational Technology Specialists (PD4ETS), for building or district level educational technology specialists. The goal of the eMINTS PD4ETS is to provide specialists who work with teachers on integrating technology into classrooms with the necessary knowledge and skills needed to deliver the eMINTS professional development program in their districts. Applications and Frequently Asked Questions about that program may be found at <http://emints.more.net/news/>.

**14.Q: Will replacement or additional district-funded teachers receive email accounts, website space and dial-up access similar to the original eMINTS teachers?**

A: MOREnet will provide teachers approved for the "Expanding eMINTS Program" with email accounts and adequate website space. Dial-up access for teachers is the responsibility of the district

**15.Q: How long is the district committed to participating in the new eMINTS grant program for established districts?**

A: Teachers and school districts must make a two-year commitment.

**16.Q: What meetings are districts required to attend?**

A: The building principal and new eMINTS teachers should plan to attend the FY05 Orientation Event to be held May 18, 2004 in Columbia (specific location and other details TBA). The participating eMINTS teachers will meet with other new eMINTS teachers beginning the eMINTS professional development program after August 1, 2004 in their cluster and with their CIS to determine dates, times, and locations of professional development sessions and cluster meetings to be held throughout the school year. If teachers in the "Expanding eMINTS Program" are receiving their professional development from a PD4ETS participant or certified District Instructional Specialist, arrangements for sessions will be at the district level.